

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In reply refer to:
1400-451(P)

June 7, 2002

EMS TRANSMISSION
Information Bulletin No. HR-2002-086

To: All Employees

From: Director, National Human Resources Management Center

Subject: Awards and Recognition Program

This Information Bulletin serves as a review of the Awards and Recognition Program. There are three award categories: monetary awards, non-monetary awards, and length of service awards.

Monetary awards include:

- **On-The-Spot Award**
Any employee aware of an achievement(s) they believe deserves recognition may recommend a monetary On-The-Spot Award. These awards range in value from \$91-\$910 gross.
- **Special Thanks for Achieving Results Award (STAR)**
Any employee aware of an achievement(s) they believe deserves recognition may recommend a monetary STAR Award. These awards range in value from \$925-\$4,999 gross.
- **Quality Step Increase Award (QSI)**
A QSI Award is the only award linked directly to the employee's rating of record and is recommended by the immediate supervisor or rating official. A QSI is a pay increase that provides faster than normal progression through the steps for permanent General Schedule employees. To be eligible for a QSI, employees must achieve all critical results in their Employee Performance Plan and display exceptional performance that is expected to continue. Only one QSI may be granted in a 52-week period.

Use form DI-451, Award Certification, to recommend a monetary award. Submit recommendations to

the recipient's supervisor. Supervisors approve and transmit award nominations to Center Directors for approval. If an award recognizes team achievements and members are to receive different award amounts, the justification must describe each individual team member's contribution.

Non-Monetary Awards:

- **Time-Off Awards** are granted using Form DI-451. A minimum of one hour must be granted but there is no maximum limit. Time-off awards are good until time of separation. There is no time limit for using them including use or lose time. The time-off award is tracked separately by the timekeeper. Time from this award may not be credited toward a lump sum payment for unused leave, but will be forfeited. The award will be forfeited if the employee transfers to another agency.
- **Departmental Honor Awards** provide non-monetary recognition to employees of the Department and partners-in-mission. Honor Awards are the most prestigious recognition that can be granted by the Department for career accomplishments, exceptional support of the departmental mission, or for heroism. Honor Awards are meant to be progressive career recognition and should be awarded at successive career milestones. Any employee may recommend an Honor Award by completing Form DI-451, Award Certification, and attaching the required citation.
- **Nominal Non-Monetary Awards** are up to \$25 cash value. Nominal Non-Monetary Awards may be given federal employees, contractors, and volunteers. A written justification, including the name of the recipient and the reason for the award, must be presented at the time of receiving the award item. Some examples of nominal non-monetary awards would be: pen and pencil sets, first aid kits, fanny packs, etc.
- **Significant Non-Monetary Awards** are over \$25 and up to \$250 cash value. Since taxes are taken from this award, all nominations must be made on Form DI-451. This non-monetary award is limited to federal employees. Some examples of significant non-monetary awards would be: backpacks, brief cases, pocket knives, etc.
- **Informal Honors** are letters of commendation, certificates, thank you notes, etc. This type of recognition is always appreciated.

Length of Service Awards recognize employee service for 10, 20, 30, and 40 years. NHRMC pulls a quarterly query which identifies employees eligible for this recognition. All employees receive certificates and pins. Employees who have served 30 years also receive a plaque. Employees who have served 40 years also receive a mantle clock.

If you need further assistance, please contact Lenna Gerwing 303-236-6667.

Signed by:
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Director, NHRMC

Authenticated by:
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